

Expense Report for Equipment Purchases

Date: [Insert Date]

Employee Name: [Insert Name]

Department: [Insert Department]

Report Number: [Insert Report Number]

Equipment Details

Item Description	Quantity	Unit Price	Total Price
[Insert Item Description]	[Insert Quantity]	[Insert Unit Price]	[Insert Total Price]

Total Expenses

Total Amount Spent: [Insert Total Amount]

Justification for Purchase

[Insert justification for equipment purchase]

Attachments

Please find attached receipts and any relevant documentation.

Approval

Manager's Name: [Insert Manager's Name]

Signature: _____

Thank you for your attention to this matter.

Sincerely,

[Insert Employee Name]

[Insert Contact Information]